

Procedures for Electronic Fingerprinting Home Care Agency and HCQA Registries **without** the web-based background check access

Step 1

- Complete the [Background Check Authorization Form # 09-653](#) as usual. Background Authorizations must be submitted within 7 days of the signature, per policy in Chapter 7A of the LTC Manual.
- Place a clear label onto Section 1, Part 3 stating, "Fingerprint Check Required." As you can see, most of Section 3 is not related to our providers, so there is room to put a label.
- Submit the Background Authorization form to BCCU by:
 - FAX: 360-902-0292; or
 - Mail: DSHS BCCU, PO Box 45025, Olympia 98504-5025
- Expect to receive a Name/DOB Initial results (as you do now) from BCCU in 1-3 working days. (Reminder: Use a confidential FAX #.)
- BCCU will also provide you with the OCA# that is used for tracking between BCCU and IBT.

Step 2

- Have applicant complete Fingerprinting Appointment Form, [DSHS 27-059](#) for scheduling purposes. *Write in the OCA/BCCU Inquiry ID Number.* This form contains information that the WSP/FBI requires of BCCU and IBT.

You cannot schedule an appointment with IBT w/o providing the OCA# (BCCU ID#)

- Schedule the applicant for Electronic Fingerprinting at the location of choice by:
 - Going online to www.ibtfingerprint.com; or
 - Calling **1-888-771-5097**.
- Place the IBT appointment date and time and give it to the applicant. You can also print a copy of the IBT screen that verifies this information.
- Tell the applicant to bring a picture ID, the Appointment Form, and the IBT document (which has the OCA/BCCU #) to the appointment.

Step 3

- The applicant completes the fingerprinting appointment at the IBT location.
- IBT provides the applicant with a receipt, which provides you with confirmation that the applicant has been fingerprinted.
- IBT sends the fingerprints to BCCU, who will submit them to the WSP/FBI.

- Results from the WSP/FBI are sent back to BCCU. Processing for 'clear' results should take a few days at the most. Those with 'records' or 'Secretary's list may take longer, but much sooner than the 120 day provisional hire statute states.
- BCCU sends the background check results letter to AAA/HCS/HCQA. Contact BCCU if you do not receive information after ten working days.

Note: Prints will not be taken without an OCA# and an approved ID (see Fingerprinting Appointment Form, Section 4).